



# Project Review Checklist

**Project Name:** \_\_\_\_\_ **Associated Case(s):** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
**Request:** \_\_\_\_\_  
**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Land Use

- ☐ Is the type of use/intensity of use being proposed compatible with the General Plan Land Use Plan?
- ☐ Does the land use being proposed comply with the policies contained within the Land Use Plan?
- ☐ Is the Proposal consistent with the existing uses on adjacent properties?
- ☐ Are there zoning stipulations on any adjacent parcels that are directed to the physical relationship between that property and the subject site?

**Notes:**

## Neighborhoods

- ☐ If you owned property adjacent to this proposal, would you have concerns about this request?
- ☐ Have interested and active citizens in the area been called to notify them of this proposal and soliciting their comments?
- ☐ Does the proposal enhance and protect adjacent neighborhoods?
- ☐ Will approval of this proposal lead to requests from neighbors for similar uses on their properties?
- ☐ Would the proposal likely encourage cut-through traffic in nearby residential neighborhoods?

**Notes:**

## Development Standards

- ☐ Are building heights being proposed consistent with the height of buildings on adjacent properties?
- ☐ Is the proposal consistent with the overall "character" of the area?
- ☐ Are the setbacks for this proposal greater or lesser than those of adjacent properties?
- ☐ Will cuts and fills be required to achieve this proposal?
- ☐ How does the proposal suggest to buffer its use from less intense or dense uses adjacent to it (restricted heights, setbacks, landscaped buffers, etc.)?
- ☐ Are there functional aspects of the proposed use that may need to be reoriented or buffered from adjacent uses (trash containers, loading docks, parking lot lighting, outdoor storage, sources of noise, etc.)?

**Notes:**

## Project Review Checklist

<b>Development Standards</b>	
<input type="checkbox"/> Are there impacts on adjacent properties that may result from this proposal (i.e. noise from major streets or airport operations, park lighting etc.)?  <input type="checkbox"/> Does the proposal conform to standards in: <ul style="list-style-type: none"> <li>- City Code</li> <li>- Zoning Ordinance</li> <li>- Design Standards and Policies Manual</li> <li>- Scottsdale Design Principles</li> <li>- Area Plans – Shea Plan, Cactus Corridor Plan, etc.</li> <li>- Other city plans or policies</li> </ul>	<b>Notes:</b>
<b>Open Spaces</b>	
<input type="checkbox"/> Is the type of open space being proposed appropriate and meaningful? <input type="checkbox"/> Is there NAOS on adjacent properties? Is there an opportunity to connect the NAOS on this site with that on adjacent properties? <input type="checkbox"/> Is this site fronting onto a street that is designated as a scenic corridor or special buffer? If so, does the proposal include this additional setback? What are the scenic corridor or buffered setbacks on adjacent parcels? <input type="checkbox"/> Are there any washes on this site that would qualify as a vista corridor or are designated in the General Plan as such? Have adjacent parcels provided a vista corridor easement? <input type="checkbox"/> Do the open spaces on this proposal provide meaningful open space in terms of streetscapes, buffers to sensitive uses, protection of sensitive natural features, or continuous open space corridors? <input type="checkbox"/> What is the open space requirement based upon the zoning districts? Has this proposal included this requirement? Are there zoning stipulations or approved site plans that require more than the ordinance standard? <input type="checkbox"/> Is the landscape treatment of the open space compatible in materials and density with landscaped open spaces on adjacent properties?	<b>Notes:</b>
<b>Outdoor Lighting</b>	
<input type="checkbox"/> Are there any stipulations that limit the height or location of outdoor lighting on this site? <input type="checkbox"/> Does this proposal follow the relevant design guidelines? <input type="checkbox"/> What kind of outdoor lighting is provided on adjacent properties? <input type="checkbox"/> Are there pole mounted outdoor lights near to residential areas on the proposed site plan? <input type="checkbox"/> Are there any outdoor recreation facilities that are proposed for or might in the future desire outdoor lights? <input type="checkbox"/> Are the proposed lighting fixtures compatible in design and color with the buildings designed for the site?	<b>Notes:</b>

## Project Review Checklist

<b>Landscaping</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Are there any mature landscape materials existing on the site? Are they in locations that would be meaningful to the streetscape design or buffering along adjacent parcels?</li> <li><input type="checkbox"/> Are the landscape materials similar to those on adjacent sites? Are they consistent with any applicable streetscape corridor guidelines?</li> <li><input type="checkbox"/> Are there conflicts between the proposed plan and street site line standards, drainage improvements or other engineering requirements?</li> <li><input type="checkbox"/> Are the native plants that can be salvaged being used in the landscape plan or revegetation plan for this site?</li> <li><input type="checkbox"/> Is the landscape concept consistent with Arizona DWR regulations for landscaping within right-of-ways and the city's water conservation ordinance?</li> <li><input type="checkbox"/> Are there any site walls proposed for this development? Do they cross any major washes? Are they consistent with any applicable design guidelines?</li> </ul>	<p><b>Notes:</b></p>
<b>Building Design</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Do the buildings comply with ordinance standards regarding height, setbacks, volume, floor area ration, building size and lot coverage? Are there any zoning stipulations that further limit these standards?</li> <li><input type="checkbox"/> Do the buildings provide a varied and interesting character toward public streets?</li> <li><input type="checkbox"/> Are there visually defined entrances in the design?</li> <li><input type="checkbox"/> Is the scale of detailing, use of materials and building form compatible with those on adjacent buildings?</li> <li><input type="checkbox"/> Does the building design comply with Character Area Plan, Downtown, specific use or special corridor design guidelines?</li> <li><input type="checkbox"/> Does the building provide shading or limited glass on south and west sides and other such desert appropriate design elements?</li> <li><input type="checkbox"/> Is the building design universal, any place / anywhere character or does it reflect the cultural and physical heritage of the desert Southwest?</li> <li><input type="checkbox"/> Are the building colors and materials in compliance with the ESLO?</li> </ul>	<p><b>Notes:</b></p>
<b>Safety / Security</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Do Police, Fire, and emergency service agencies have existing capacity to provide service to the proposed development?</li> <li><input type="checkbox"/> Does the design of the proposal promote security of people and property?</li> <li><input type="checkbox"/> Are sight distances obscured by landscaping or other obstacles?</li> <li><input type="checkbox"/> Will encroachment permits be needed for any improvements being proposed?</li> </ul>	<p><b>Notes:</b></p>

## Project Review Checklist

<b>Streets</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does this proposal increase the number of trips generated on the site from what is the planned land use or zoned land uses? If so, by how much?</li> <li><input type="checkbox"/> Will the nature of traffic generated by this proposal change from what is planned or currently allowed (i.e. percentage of trucks, peak house percentage, etc?)</li> <li><input type="checkbox"/> Will this proposal degrade the safety or capacity of adjacent streets?</li> <li><input type="checkbox"/> What are the planned size and capacity of nearby streets? Are there planned projects that would increase the capacity or safety on these streets?</li> <li><input type="checkbox"/> Are additional traffic signals warranted on or near the site?</li> <li><input type="checkbox"/> What improvements will be required from this proposal to meet the planned street improvements? Should they be done at the time of this development or should they be incorporated into a proposed future project?</li> <li><input type="checkbox"/> Are all of the proposed driveways needed to serve the site in terms of capacity and safety?</li> <li><input type="checkbox"/> Will street improvements by this project solve existing capacity or safety problems?</li> </ul>	<p><b>Notes:</b></p>
<b>Bikeways</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Is this proposal along a planned bikeway or bike path?</li> <li><input type="checkbox"/> Are bicycle parking facilities being provided with this proposal? Are these reasonably near major entrances to the buildings?</li> </ul>	<p><b>Notes:</b></p>
<b>Transit</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Will bus stop pull-outs or facilities be located along the frontage of this site or nearby?</li> <li><input type="checkbox"/> Is there adequate and continuous pedestrian access from nearby planned bus stops to the buildings on this site?</li> <li><input type="checkbox"/> Is this area a planned location of a transit center or park-and-ride facility?</li> <li><input type="checkbox"/> Can on-site transit access be provided on this site (for large employment or retail developments)?</li> <li><input type="checkbox"/> Should this site provide any of the planned transit facilities?</li> </ul>	<p><b>Notes:</b></p>
<b>Pedestrian Access</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Is this proposal likely to generate significant pedestrian activity?</li> <li><input type="checkbox"/> Are there direct, continuous and adequate pedestrian walkways from the uses on this site to adjacent streets, nearby schools and parks, and nearby bike paths and open space corridors?</li> <li><input type="checkbox"/> Are the walkways shaded (particularly on the south and west sides of buildings)? Are they lighted for evening use and safety?</li> </ul>	<p><b>Notes:</b></p>

## Project Review Checklist

<b>Trails</b>	
<input type="checkbox"/> Are trails, trailheads, or trail grade separated crossings planned on or near to this site? <input type="checkbox"/> Has there been historical trail use on this site? <input type="checkbox"/> Have trails been provided on adjacent developments that lead to this site?	<b>Notes:</b>
<b>Parking</b>	
<input type="checkbox"/> For larger (250 spaces or more) parking areas are there physically separated walkways for pedestrians to go from the parking area to the buildings? <input type="checkbox"/> If structured parking is being provided, is there adequate buffering between this structure and adjacent residential areas or public streets? Does the design of the structure help to minimize it's bulk and screen headlights and night lighting from adjacent properties? <input type="checkbox"/> Is this landscaping designed in a manner that minimized the apparent size of the parking area and provides shading for pedestrian walkways?	<b>Notes:</b>
<b>Parks</b>	
<input type="checkbox"/> Is there a planned city park on or near to this site? If so, what type? <input type="checkbox"/> Will there be outdoor recreation facilities needing lighting in the park? <input type="checkbox"/> Is there adequate on-site parking? Does the park have good access to streets that serve the area that is expected to use it? Are connections to bikepaths, sidewalks, paseos and trails provided? <input type="checkbox"/> Will this use increase the need for (or demand on) local parks?	<b>Notes:</b>
<b>Schools</b>	
<input type="checkbox"/> Will the proposed use increase or decrease the projected number of school-age children as compared to the planned land use and/or current zoning? <input type="checkbox"/> Have the affected school districts been notified of this proposal? <input type="checkbox"/> Has adequate street and walkway access been provided to any nearby schools? Could this use increase business traffic in any nearby school crossing locations?	<b>Notes:</b>

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<b>Drainage</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Will this use increase the flow of storm run-off from this site? If so, by how much?</li> <li><input type="checkbox"/> Is this site on or near a major wash, storm drain or community basin?</li> <li><input type="checkbox"/> What drainage facilities have been provided on up and downstream properties</li> <li><input type="checkbox"/> Is this site on or near a proposed drainage improvements project?</li> <li><input type="checkbox"/> Are there existing drainage problems on adjacent properties?</li> <li><input type="checkbox"/> Does their drainage plan include requests for waivers, in-lieu fees or other special considerations?</li> <li><input type="checkbox"/> Does the location and design of drainage facilities comply with NAOS, scenic corridor, streetscape corridor or other such design guidelines?</li> </ul>	<b>Notes:</b>
<b>Environmental Considerations</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Could the proposed use result in odor or noises that would be a nuisance to neighboring properties? If so, are there any proposals to mitigate such a nuisance?</li> <li><input type="checkbox"/> Would the proposed use increase the net vehicle emissions or air-borne particulates?</li> <li><input type="checkbox"/> Would the proposed use resolve a current generator of air-borne particulates?</li> <li><input type="checkbox"/> Does the proposal incorporate CPTED practices for the safety of pedestrians, secured entrances, etc.?</li> <li><input type="checkbox"/> Would the proposed use have the potential to contain hazardous materials?</li> <li><input type="checkbox"/> Are there reasonable ways to reduce the energy or water consumption of the proposed use in its building form or site plan?</li> </ul>	<b>Notes:</b>
<b>Fiscal Impacts</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Are there direct costs to the city if this project is approved (street / water / sewer extensions, etc.?)</li> <li><input type="checkbox"/> Will the proposal result in maintenance costs or other obligations being assumed by the city?</li> </ul>	<b>Notes:</b>
<b>Private Property Rights</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Are the dedications, easements, and infrastructure improvements required of this project proportional to the approval being requested?</li> <li><input type="checkbox"/> Has the applicant requested that this project be processed as a "protected development rights" application?</li> </ul>	<b>Notes:</b>